

NORWOOD PLANNING AND ZONING / BOARD OF ADJUSTMENTS

Monday November 17, 2025

Regular Session 6:30 p.m.

NORWOOD COMMUNITY CENTER

1670 Naturita St, Norwood, CO 81423 - And - Via Zoom

MINUTES

<https://us02web.zoom.us/j/85001344971>

Meeting ID: 850 0134 4971

Passcode: 8142302

Call Regular Meeting To Order

This Planning and Zoning / Board of Adjustments Regular Meeting was called to order by Bronwen Spielman at 6:32 pm.

Board Attendance:

Mayor Pro-Tem – Shawn Fallon - Present
Norwood Fire Chief – John Bockrath – Absent
Member – Kerry Welch – Present
Member – Nancy Willis – Present, via Zoom
Member – Isabella James – Absent
Member – Jenny Wheeler – Absent
Member – Mark Eckard – Present
Member Brian DiPaola – Present, via Zoom
Member – Bronwen Spielman - Present

Staff Attendance:

Administrative Director – Sara Owens – Present
Public Works Director – Randy Harris – Absent
Town Clerk – Cidney Ross – Present

Public Attendance:

Ray Cossey – 1250 Grand Ave, Norwood, CO

Public Comment For Items Not On The Agenda

There was no public comment at the meeting.

Consent Agenda

Meeting Minutes of November 17, 2025

MOTION: Mark Eckard motioned to approve the Consent Agenda upon corrections to the minutes. Nancy Willis seconded the motion. All voted. Motion carried.

Board Business Agenda

1. Dark Sky Coalition Update

This item has been pushed to the February Planning and Zoning Regular Meeting.

2. Land Use Code Questions – Ray Cossey

The town board discussed concerns about a moratorium on multi-family housing development, with Ray Cossey expressing frustration about the impact on his property at 1250 Grand Avenue. Sara Owens explained that KLJ is working on land use code updates, with spot amendments being prioritized to lift the moratorium, and noted that the board recently extended the moratorium for another 6 months. The board acknowledged the need to address parking requirements and street design considerations, particularly for older buildings, while being mindful of water restrictions in the area. suggested the board research vehicle-centric versus pedestrian-centric development, landscaping, and other items before the next meeting with KLJ, who will be engaged to review multifamily and commercial land use codes. The board agreed to compile questions and points of interest for KLJ, with the board noting that water policy alignment and permitting processes with San Miguel County remain important considerations.

DIRECTION: The board gave directions to staff to forward questions and points of interest to KLJ.

3. LPC Grant Update

Sara Owens updated the board that the LPC Grant was executed in late December. Sara gave the plan KLJ set to begin work after contract approval at the Board of Trustees February meeting and discussed the LPC grant \$50,000 incentive for things such as water-smart code amendments.

4. Land Use Code Update Check-In

Sarah Ownes briefed the board on the kickoff meeting with KLJ now that the LPC Grant was received and discussion with the board regarding land use code update priorities and process.

5. Discussion of Moratorium Extension: Ordinance 0813 2025: Adopting Emergency Temporary Moratorium on Medium and Large-Scale Development

The board was asked to do research on the current land use code to provide direction and voice concerns to KLJ at the February meeting, particularly regarding fast-tracking spot amendments related to the multifamily moratorium. Board members decided to discuss at the next meeting the possibility of emergency meetings if needed to expedite moratorium-related amendments.

Adjourn

MOTION: Mark Eckard motioned to adjourn the Planning and Zoning Commission / Board of Adjustments Regular Meeting at 7:17 pm. Kerry Welch seconded the motion. All voted, meeting is adjourned.

APPROVED

APPROVED AS CORRECTED

DATE APPROVED:



NORWOOD LAND USE CODE UPDATE

Scope of Work

| | |
|---|---|
| <p>PROJECT MANAGEMENT <i>ESTIMATED TIMELINE – 18 MONTHS</i></p> <p>KLJ will provide comprehensive project management throughout the eighteen-month duration of the code update. The project will begin with a kick-off meeting to establish a shared understanding of goals, confirm roles and responsibilities, refine the project schedule, and set communication expectations. The Project Understanding will be captured in a virtual client dashboard that tracks deadlines and project assignments. This dashboard will support City staff in managing the scoped work through project completion and will be reviewed as part of regular project check-ins. Monthly coordination meetings with Town staff will ensure steady progress, allow for ongoing dialogue, and provide a forum to discuss emerging issues. Because this work is supported by Local Planning Capacity (LPC) grant funding, KLJ will also prepare and submit grant reporting documents to maintain compliance with all funding requirements and ensure the Town remains in good standing with program administrators.</p> | <p><i>Deliverables:</i></p> <ul style="list-style-type: none">• <i>Virtual Client Dashboard</i>• <i>Grant reports, as required by LPC terms</i> |
| <p>Existing Code and Case Trends Analysis <i>ESTIMATED TIMELINE – 2 MONTHS</i></p> <p>KLJ will begin the technical work by conducting a detailed assessment of the Town’s existing development code, recent case activity, and administrative processes. This phase will start with a data request, followed by a review of the current code, zoning maps, adopted master plan, and recent planning applications. KLJ will evaluate the structure and clarity of the existing regulations to identify duplications, conflicts, gaps, and outdated or unclear language. The team will also assess the compatibility of the code with adopted master plan policies and recent state regulatory requirements. To further inform the update, KLJ will analyze trends in development applications to identify common challenges and areas where applicants, staff, or decision-makers experience recurring friction. This phase will conclude with a process-mapping exercise to document existing workflows and identify opportunities to streamline fast-track review procedures.</p> | <p><i>Deliverables:</i></p> <ul style="list-style-type: none">• <i>Strategic Code Diagnostic</i>• <i>Plan Case Analysis</i>• <i>Process Maps</i> |
| <p>Phase I: Fast-Track Updates to Lift the Moratorium <i>ESTIMATED TIMELINE – 6 MONTHS</i></p> <p>Phase I focuses on preparing targeted amendments to address the most urgent regulatory needs and lift the current moratorium. KLJ will identify immediate opportunities for improvement and develop draft language intended to resolve short-term issues. Staff will have the opportunity to review these drafts and provide feedback, which KLJ will incorporate into revised redlined versions. Public engagement during this phase will include developing the project website, administering the first online community survey, and hosting an open house to gather public input on immediate challenges and priorities. KLJ will prepare staff reports, presentations, and ordinance language in support of the Planning Commission hearing and subsequent Town Board adoption hearings. Phase I will conclude with the two-reading adoption process required to enact the proposed revisions.</p> | <p><i>Deliverables:</i></p> <ul style="list-style-type: none">• <i>Draft Phase I Code Revisions</i>• <i>Staff Report</i>• <i>Final Phase I Ordinance for Adoption</i> |



PHASE II: COMPREHENSIVE CODE UPDATE

ESTIMATED TIMELINE – 10 MONTHS

Following adoption of the Phase I amendments, KLJ will move into the full code rewrite. This phase includes preparing a reorganized code outline to establish a clearer, more intuitive framework for the new document. KLJ will rewrite and consolidate code sections to eliminate redundancies, update outdated standards, and improve clarity and usability. The updated draft will also ensure full alignment with the Town’s master plan and compliance with applicable state requirements. Multiple review cycles with Town staff and the community will ensure that the document is clear, user-friendly, and administratively workable. Public engagement during this phase will include a second open house, a pop-up event, and a community listening session to gather feedback on key changes. Once the draft is ready, KLJ will prepare hearing materials and support the Town throughout the Planning Commission and Town Board adoption processes.

Deliverables:

- *Draft Phase II Code Revisions & Summary Memo*
 - *Includes 2 iterations of staff review & KLJ redrafting*
- *Staff Report*
- *Final Phase II Ordinance for Adoption*

Zoning Mapping Updates

ESTIMATED TIMELINE – 5 MONTHS

As an essential component of the code update, KLJ will update or produce a zoning district map to reflect revisions made through both phases of work. These GIS map updates will ensure alignment between the written code and the Town’s mapped regulations, supporting administrative clarity and public understanding.

Deliverables:

- *Norwood Zoning Map, including GIS files*

Public Engagement

ESTIMATED TIMELINE – 18 MONTHS

KLJ will lead a multifaceted public engagement process designed to ensure meaningful, accessible input throughout the project. Engagement tools will include the project website, an online community surveys, social media updates, open houses during both phases, and both a pop-up event and a virtual community listening session during Phase II. Each activity will be designed to meet residents where they are, increase transparency, and gather insights that meaningfully inform code development. Community engagement events will also include large format maps and handouts, as determined to be necessary during event planning.

Deliverables:

- *Project Website*
- *Engagement Survey*
- *Open House (2)*
- *Community Pop-Up*
- *Community Listening Session*
- *Public Engagement Summary*

Final Document and Codification

ESTIMATED TIMELINE – 3 MONTHS

After final direction is received from the Planning Commission and Town Board, KLJ will incorporate all required revisions into a final draft. The Town’s legal counsel will conduct a complete legal review of the updated code, addressing special topics, verifying procedural protections, and confirming compliance with state law. KLJ will collaborate with legal counsel and Town staff to refine and finalize the document. The project will conclude with delivery of a fully codified, professionally formatted development code ready for adoption and long-term use.

Deliverables:

- *Final Land Use Code, ready for codification*

Direct Expenses




Direct project expenses will include travel necessary to support in-person public engagement activities and attendance at public hearings.

TOTAL PROJECT COST

\$167,000

Norwood LUC Schedule

| PHASES | T# | TASKS | 2026 | | | | | | | | | | | | 2027 | | | | | |
|--|-----------|---|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|
| | | | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG |
| PROJECT MANAGEMENT | Task P.1 | Project Kick-Off Meeting | | | | | | | | | | | | | | | | | | |
| | Task P.2 | Bi-Weekly Coordination Meeting | | | | | | | | | | | | | | | | | | |
| | Task P.3 | Monthly Grant Reporting | | | | | | | | | | | | | | | | | | |
| EXISTING CODES & CASE TRENDS | Task 1.1 | Data Request from Town | | | | | | | | | | | | | | | | | | |
| | Task 1.2 | Strategic Assessment of Existing Code | | | | | | | | | | | | | | | | | | |
| | Task 1.3 | Identify Relevant Master Plan Policies & Updates for Compliance with State Regs | | | | | | | | | | | | | | | | | | |
| | Task 1.4 | Evaluate Trends of Plan Cases | | | | | | | | | | | | | | | | | | |
| | Task 1.5 | Process Mapping for Fast-Track Review | | | | | | | | | | | | | | | | | | |
| PHASE I - UPDATES TO LIFT MORATORIUM & FAST-TRACK IMPLEMENTATION | Task 2.1 | Identification of Immediate Opportunities | | | | | | | | | | | | | | | | | | |
| | Task 2.2 | Draft New Regulations | | | | | | | | | | | | | | | | | | |
| | Task 2.3 | Create Memo Summarizing Changes | | | | | | | | | | | | | | | | | | |
| | Task 2.4 | Respond to Staff Comments; Re-Draft | | | | | | | | | | | | | | | | | | |
| | Task 2.5 | Preparation of Hearing Materials | | | | | | | | | | | | | | | | | | |
| | Task 2.6 | Planning Commission Hearing | | | | | | | | | | | | | | | | | | |
| | Task 2.7 | Town Board 1st Reading | | | | | | | | | | | | | | | | | | |
| | Task 2.8 | Town Board 2nd Reading/Adoption | | | | | | | | | | | | | | | | | | |
| PHASE II - FULL CODE UPDATE | Task 3.1 | Create Outline of New Code | | | | | | | | | | | | | | | | | | |
| | Task 3.2 | Re-Organize Existing Code Language | | | | | | | | | | | | | | | | | | |
| | Task 3.3 | Determine Areas of Revisions & Clean-Up Language | | | | | | | | | | | | | | | | | | |
| | Task 3.4 | Draft New Code Language | | | | | | | | | | | | | | | | | | |
| | Task 3.5 | Ensure Consistency with Master Plan | | | | | | | | | | | | | | | | | | |
| | Task 3.6 | Ensure Consistency with State Regs | | | | | | | | | | | | | | | | | | |
| | Task 3.7 | Create Memo Summarizing Changes | | | | | | | | | | | | | | | | | | |
| | Task 3.8 | Respond to Staff Comments; Re-Draft | | | | | | | | | | | | | | | | | | |
| | Task 3.9 | Create Memo Summarizing Changes | | | | | | | | | | | | | | | | | | |
| | Task 3.10 | Respond to Staff Comments; Re-Draft | | | | | | | | | | | | | | | | | | |
| | Task 3.11 | Preparation of Hearing Materials | | | | | | | | | | | | | | | | | | |
| | Task 3.12 | Planning Commission Hearing | | | | | | | | | | | | | | | | | | |
| | Task 3.13 | Town Board 1st Reading | | | | | | | | | | | | | | | | | | |
| | Task 3.14 | Town Board 2nd Reading/Adoption | | | | | | | | | | | | | | | | | | |
| ZONING | Task 4.1 | Update/Produce GIS Maps | | | | | | | | | | | | | | | | | | |
| | Task 4.2 | Map Revisions, if needed | | | | | | | | | | | | | | | | | | |
| PUBLIC ENGAGEMENT | Task 5.1 | Project Website & Survey | | | | | | | | | | | | | | | | | | |
| | Task 5.2 | Social Media & Communications (Includes Spanish Translation) | | | | | | | | | | | | | | | | | | |
| | Task 5.3 | Phase I Pop-Up | | | | | | | | | | | | | | | | | | |
| | Task 5.4 | Phase II Community Engagement | | | | | | | | | | | | | | | | | | |
| | Task 5.5 | Phase II Pop-Up | | | | | | | | | | | | | | | | | | |
| | Task 5.6 | Phase II Listening Session | | | | | | | | | | | | | | | | | | |
| | Task 5.7 | Public Engagement Summary | | | | | | | | | | | | | | | | | | |
| CLOSEOUT | Task 6.1 | Revisions from Hearing/Adoption | | | | | | | | | | | | | | | | | | |
| | Task 6.2 | Codification Format - Final Document | | | | | | | | | | | | | | | | | | |

 City Council/Planning Commission Workshop/Presentation
 Community Open House/Pop-Up
 KLJ & Town Staff Meeting